



**ERIE SOIL AND WATER CONSERVATION DISTRICT
ERIE COUNTY**

AGREED-UPON PROCEDURES

FOR THE YEARS ENDED DECEMBER 31, 2022-2021

OHIO AUDITOR OF STATE KEITH FABER



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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Erie Soil and Water Conservation District
Erie County
2900 Columbus Avenue, Room 131
Sandusky, Ohio 44870-5554

We have performed the procedures enumerated below on Erie Soil and Water Conservation District's (the District) receipts, disbursements and balances recorded in the cash-basis accounting records for the years ended December 31, 2022 and 2021, and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the District. The District is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2022 and 2021 and certain compliance requirements related to these transactions and balances included in the information provided to us by the District.

The Board of Supervisors and the management of the District have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the District's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2022 and 2021, and certain compliance requirements related to these transactions and balances. No other party acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

For the purposes of performing these procedures, this report only describes exceptions exceeding \$10.

The procedures and the associated findings are as follows:

Cash and Investments

1. We recalculated the December 31, 2022 and December 31, 2021 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2021 beginning fund balances for each fund recorded in the District's Trial Balance by Class reports to the December 31, 2020 balances in the prior year audited statements. We found variances to the following funds: District, SB299 Clean Lake 2020, H2Ohio Turtle Creek, and Pipe Creek Wetlands fund balances had variances of (\$83,821), \$44,669, \$2,116 and \$37,036, respectively.

We also agreed the January 1, 2022 beginning fund balances for each fund recorded in the District's Trial Balance by Class reports to the December 31, 2021 balances in the District's Trial Balance by Class reports. We noted balances agreed between the Trial Balance by Class reports, however, they did not agree to the ending balance per the 2021 HINKLE filing or opening balance per the 2022 HINKLE filing. We found variances between the accounting system and Hinkle filings in the following funds: District, SB299 Clean Lake 2020, H2Ohio Turtle Creek and Pipe Creek Wetlands fund balances disagreed by (\$9,635), (\$44,669), \$2,116 and \$52,188, respectively. Variances were brought to management's attention, and adjustments have been recorded in the accounting system to correct these errors.

3. We agreed the 2022 and 2021 bank reconciliation as of December 31, 2022 and 2021 to the total fund cash balances reported in the Balance Sheet report and the financial statements filed by the District in the Hinkle System. The amounts agreed.
4. We confirmed the December 31, 2022 bank account depository balances for the District Fund and Other Funds with the District's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2022 bank reconciliation without exception.
5. We compared the December 31, 2022 Special Fund depository balance from the *Cash Basis Annual Financial Report* to the amount reported in the County's Encumbrance Actual Report. We found no exceptions.
6. We selected five reconciling debits (such as outstanding checks) from the December 31, 2022 bank reconciliation:
 - a. We footed the supporting outstanding check list and compared it to the cash reconciliation. We found no exceptions.
 - b. We traced each check to the subsequent January bank statement. We found no exceptions.
 - c. We traced the amounts and dates to the check register and determined the debits were dated prior to December 31. We found no exceptions.
7. We traced interbank account transfers occurring in December of 2022 and 2021 to the accounting records and on each bank statement to determine if they were properly recorded. We found no exceptions.
8. We inspected investments held at December 31, 2022 and December 31, 2021 to determine that they:
 - a. Were of a type authorized by Ohio Rev. Code §§ 135.13, 135.14, 135.144, or 135.145. We found no exceptions.
 - b. Mature within the prescribed time limits noted in Ohio Rev. Code § 135.13 or 135.14. The District's certificate of deposit with PNC Bank (which was closed out during the audit period) has a ten year maturity. This is not within the prescribed time limits noted in the Ohio Revised Code. District investments should be limited to the time provisions described in the Ohio Revised Code.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected the total of the receipts from the State Distribution Transaction Lists (DTL) and the Erie County Auditor's Transaction History Listing Report from 2022 and a total of the receipts from 2021:
 - a. We compared the amounts from the above named reports to the amount recorded in the Special Fund – Income/Expense Detail Report. The amounts agreed.

- b. We inspected the Special Fund – Income/Expense Detail Report to determine these receipts were allocated to the proper funds. We found no exceptions.
 - c. We inspected the Special Fund – Income/Expense Detail Report to determine whether the receipt was recorded in the proper year. The receipt was recorded in the proper year. We found no exceptions.
2. We selected five other confirmable receipts from the year ended December 31, 2022 and five other confirmable receipts from the year ended December 31 2021 in the Income/Expense Detail Report from funds other than the *Special Fund* such as grants, municipal and district funds
 - a. We agreed to supporting documentation the amounts paid from the municipalities and districts to the District. We found no exceptions.
 - b. We inspected the District and Other Funds – Income/Expense Detail Report to determine whether these receipts were allocated to the proper funds. We noted 3 out of 5 receipts were not recorded to the proper fund in the 2021 HINKLE filing due to a clerical error. Amounts were recorded to the proper funds in the accounting system. Therefore, no adjustments were required to the District's financial records. We noted a portion of 1 out of 5 receipts from 2022 was not allocated to the proper fund. No adjustment was required to the District's financial records as the amount posted to the incorrect fund had previously been posted to the correct fund as a transfer.
3. We confirmed the individual amounts paid from the Cities, Village, and Townships involved in the District's Storm Water program to the District during 2022 and 2021 to supporting documentation from the Cities, Village, and Townships. We found no exceptions.
 - a. We inspected the Special Fund – Income/Expense Detail Report to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the Special Fund – Income/Expense Detail Report to determine whether these receipts were recorded in the proper year. We found no exceptions.

Payroll Cash Disbursements

1. We selected one payroll check for five employees from 2022 and one payroll check for five employees from 2021 from the Payroll Transmittal Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Payroll Transmittal Report to supporting documentation timecard, legislatively-approved rate. We found no exceptions.
 - b. We inspected the Payroll Transmittal Report to determine whether salaries and benefits were paid only from the *Special Fund*, as required by the SWCD Administrative Handbook Chapter 5. We found no exceptions.
 - c. We inspected the Payroll Transmittal Report to determine whether the check was classified as *salaries* and was posted to the proper year. We found no exceptions.
2. We selected the only new employee from 2021 and:
 - a. We inspected the employee's personnel file and/or minute record for the Retirement system, Federal, State and Local income tax withholding authorization.
 - b. We agreed the items in a above to the Employee General Information Report.We found no exceptions.

Non-Payroll Cash Disbursements

We selected five disbursements from the *Special Fund* and five disbursements from the *District Fund* and other funds from the Income/Expense Detail Report for the year ended December 31, 2022 and five from the *Special Fund* and five from the *District Fund* and other funds for the year ended 2021 and determined whether:

- a. The disbursements were for a proper public purpose. We found no exceptions.

- b. For *District Fund* and other funds disbursements, we determined whether:
 - i. The check number, date, payee name and amount recorded on the returned, canceled check to the similar data recorded in the Income/Expense Detail Report and to the names and amounts on the supporting invoices. We found no exceptions.
 - ii. The payment was posted to a fund consistent with the purpose for which the fund's cash can be used. We noted 2 out of 5 disbursements were not recorded to the proper fund in the 2021 HINKLE filing due to a clerical error. Amounts were recorded to proper funds in the accounting system. Therefore, no adjustments were required to the District's records.
- c. For *Special Fund* disbursements, we determined whether:
 - i. The payee name and amount recorded on the voucher submitted to the County Auditor agreed to the payee name and amount recorded in the Transaction Detail History report. We found no exceptions.
 - ii. The names and amounts on the voucher agreed to supporting invoices. We found no exceptions.
 - iii. The voucher was signed by the District Director and approved by a majority of the Board of Supervisors. We found no exceptions.

Special Fund Budgetary Compliance

1. We inspected the District's Special Fund Budget Request submitted to the County Commissioners for the years ended December 31, 2022 and 2021. The request included the Special Fund's *Needs*, *Income* and *Balances* anticipated for carry over from the current year, as required by the SWCD Administrative Handbook, Chapter 5. We also compared the budget amounts to the Special Fund Budgetary Activity footnote of the Cash Basis Annual Financial Report. The amounts agreed.
2. Ohio Rev. Code § 5705.41(B) prohibits expenditures (disbursements plus year-end certified commitments) from exceeding appropriations. We compared total expenditures to total approved appropriations (Ohio Rev. Code §§ 5705.38 and 5705.40) plus any carryover appropriations for the year ended December 31, 2022 and 2021 for the Special Fund. Expenditures did not exceed appropriations for the Special Fund.
3. We compared interfund transfers-in to transfers-out to ensure they agreed and inspected the transfer activity to determine they were approved by the Board of Supervisors. We found that one of the transfers recorded in the system was really approved as a bank transfer from the District fund to the Other H2Ohio Cost Share fund to later be returned to the District fund.
4. We inspected the Annual Cash Basis Financial Report for the years ended December 31, 2022 and 2021 for negative cash fund balances. Ohio Rev. Code § 5705.10 (I) provides that money paid into a fund must be used for the purposes for which such fund is established. As a result, a negative fund cash balance indicates that money from one fund was used to cover the expenses of another. There were no funds having negative cash fund balances.

Sunshine Law Compliance

1. We obtained and inspected the District's Public Records Policy to determine the policy was in accordance with Ohio Rev. Code §§ 149.43(E)(2) and 149.43(B)(7)(c) and did not limit the number of responses that may be made to a particular person, limit the number of responses during a specified period of time, or establish a fixed period of time before it will respond unless that period is less than eight hours. We found no exceptions.
2. We inquired with District management and determined that the District did not have any public records requests (completed, denied, or redacted) during the engagement period.

3. We inquired whether the District had a records retention schedule and observed that it was readily available to the public as required by Ohio Rev. Code § 149.43(B)(2). We found no exceptions.
4. We inspected written evidence that the Public Records Policy was provided to the records custodian/manager as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
5. We inspected the District's policy manual and determined the public records policy was included as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
6. We observed that the District's poster describing their Public Records Policy was displayed conspicuously in all branches of the District as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We selected all applications submitted to the Records Commission for one-time disposal of obsolete records, and management's review of the schedules of records retention and dispositions for the engagement period. We inspected the approval by the Records Commission for the five selected and the review of the schedules. This was required by Ohio Rev. Code. We found no exceptions.
8. We inspected individual proof of attendance and determined whether each elected official in accordance with Ohio Rev. Code § 149.43(E)(1) (or his/her designee) successfully attended a certified three-hour Public Records Training for each term of office as required by Ohio Rev. Code § 109.43(B). We found no exceptions.
9. We inspected the public notices for the public meetings held during the engagement period and determined the District notified the general public and news media of when and where meetings during the engagement period were to be held as required by Ohio Rev. Code § 121.22(F). We found no exceptions.
10. We inspected the minutes of public meetings during the engagement period in accordance with Ohio Rev. Code § 121.22(C) and determined whether they were:
 - a. Prepared – a file is created following the date of the meeting
 - b. Filed – placed with similar documents in an organized manner
 - c. Maintained - retained, at a minimum, for the engagement period
 - d. Open to public inspection – available for public viewing or request.We found no exceptions.
11. We inspected the minutes from the engagement period in accordance with Ohio Rev. Code § 121.22(G) and determined the following:
 - a. Executive sessions were only held at regular or special meetings.
 - b. The purpose for the meetings and going into an executive session (when applicable) correlated with one of the matters listed in Ohio Rev. Code § 121.22(G).
 - c. Formal governing board actions were adopted in open meetings.We found no exceptions.

Other Compliance

1. Ohio Rev. Code § 117.38 requires Districts to file their financial information in the Hinkle system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. Auditor of State established policies, regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. We confirmed the District filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy, within the allotted timeframe for the years ended December 31, 2022 and 2021 in the Hinkle system. We found no exceptions.

We were engaged by the District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the District's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the District and to meet our ethical responsibilities, in accordance with the ethical requirements established by the Comptroller General of the United States' *Government Auditing Standards* related to our agreed upon procedures engagement.



Keith Faber
Auditor of State
Columbus, Ohio

December 19, 2023

OHIO AUDITOR OF STATE KEITH FABER



ERIE SOIL AND WATER CONSERVATION DISTRICT

ERIE COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 1/2/2024

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This report is a matter of public record and is available online at
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